



**myInvoice [https://
myinvoice.csd.disa.mil/index.html](https://myinvoice.csd.disa.mil/index.html)**

Defense Finance and Accounting Service

Information & Technology
November 2013



myInvoice

- ▶ Web-based application developed specifically for vendors to obtain status of their invoices
- ▶ Government users also access to obtain status of vendor invoices
- ▶ Consolidates invoice information, paid and unpaid, as provided by numerous DFAS payment systems, into a central repository
- ▶ Users may query and view data, and also download information for further analysis
- ▶ To obtain assistance with myInvoice, send an email to **CCO-CASH@DFAS.MIL**
- ▶ Questions concerning payment of invoice(s) should be directed to Customer Service or the payment office





Which DFAS Systems Feed myInvoice

- AVEDS: Automated Voucher Examination and Disbursing System
- CAPS-W: Computerized Accounts Payable System – Windows
- DAI: Defense Agencies Initiative
- DEAMS: Defense Enterprise Accounting and Management System
- EBS: Enterprise Business System (formerly BSM)
- FABS: Financial Accounting and Budgeting System
- FAS: Fuels Automated System
- GFEBS: General Funds Enterprise Business System
- IAPS: Integrated Accounts Payment System
- MOCAS: Mechanization of Contract Administration Services
- MOCAS Interest Payments
- Navy ERP: Navy Enterprise Resource Planning
- SAVES: Standard Automated Voucher Examination System
- STARS-OP: Standard Accounting and Reporting System – One Pay



myInvoice Home Page



[Home](#) [Instructions](#) [News](#) [F.A.Q.](#) [Links](#)

- [Log-In](#)
- ["How to" Instructions](#)
- [Recent Changes](#)
- [Government Registration](#)
- [Vendor Registration](#)
- [Foreign Vendor Registration](#)

STANDARD MANDATORY
DOD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:


- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

Check out the **"How to" Instructions** link or **Instructions** tab for **Registration** instructions, Java tips and download links.



Instructions

Monday, August 05, 2013



Home Instructions News F.A.Q. Links

Instructions

Registration Instructions

- [U.S. Vendor](#) (pdf)
- [Foreign Vendor](#) (pdf)
- [Government User](#) (pdf)

System Requirements Instructions

- [Getting Started in myInvoice and System Access Requirements](#) (pdf)

- [How to Change Your PIN](#) (pdf)
- [How to Retrieve Reports](#) (pdf)
- [How to Save Reports to a Spreadsheet](#) (pdf)
- [How to Save Reports to a Comma Delimited File](#) (pdf)

Templates

- [Spreadsheet Template for Vendors](#) (MS Excel)
- [Spreadsheet Template for Government Users](#) (MS Excel)

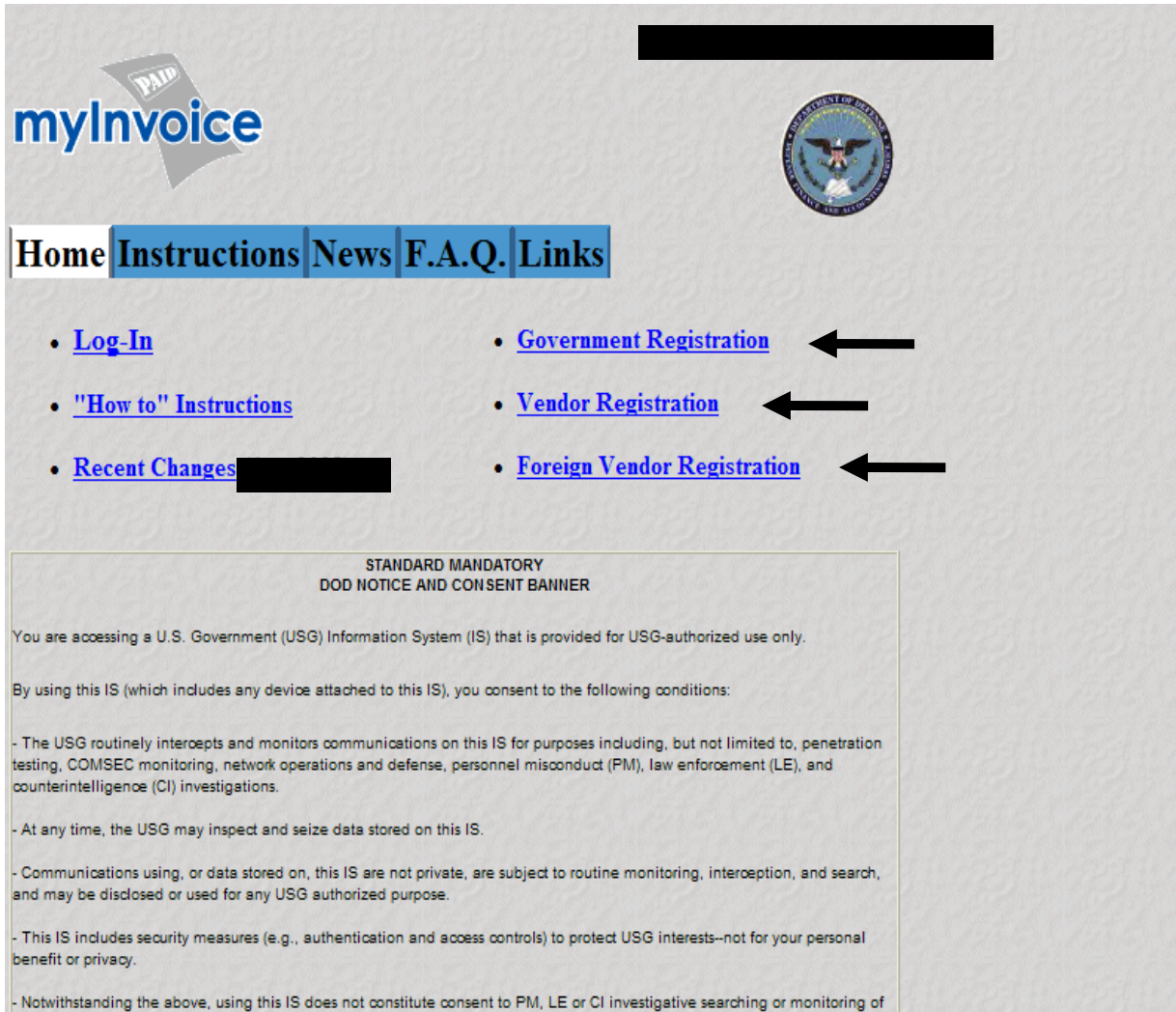
Reason/Remark Codes

- [Reason and Remark Codes](#)
- [Interest](#)
- [Adjustments](#)

Registration, Java Plug-in, and Report/Query instructions are provided on this page. Links to download Excel templates and links to various Reason Codes found in myInvoice are also provided.



myInvoice Home Page



The screenshot shows the myInvoice Home Page. At the top left is the myInvoice logo with a 'PAID' stamp. To its right is a black rectangular box. Below the logo is a navigation bar with links: Home, Instructions, News, F.A.Q., and Links. The 'Instructions' link is highlighted. Below the navigation bar is a list of links: Log-In, Government Registration, "How to" Instructions, Vendor Registration, Recent Changes, and Foreign Vendor Registration. Three black arrows point to the Government Registration, Vendor Registration, and Foreign Vendor Registration links. Below the list of links is a box titled 'STANDARD MANDATORY DOD NOTICE AND CONSENT BANNER' containing text about U.S. Government Information System (IS) usage and consent conditions.

myInvoice PAID

Home Instructions News F.A.Q. Links

- [Log-In](#)
- [Government Registration](#) ←
- ["How to" Instructions](#)
- [Vendor Registration](#) ←
- [Recent Changes](#) [REDACTED]
- [Foreign Vendor Registration](#) ←

**STANDARD MANDATORY
DOD NOTICE AND CONSENT BANNER**

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- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of

After reviewing the instructions page, select the appropriate Registration link.



Vendor Registration Form

The “Vendor Registration” form should be used by vendors that are required to have a Tax Identification Number (TIN).

The CAGE/DUNS/TIN entered here must be the same as the CAGE/DUNS/TIN in the System for Award Management (SAM).

You must click Submit to save your entries.



The screenshot shows a web-based form titled "Vendor Registration" with a menu bar (File, Edit, Field, Help, Window) and a toolbar. The form contains the following fields and sections:

- Registration Type***: Radio buttons for "New User" and "Re-registrati...".
- User ID***, **PIN***, **Confirm PIN***, and **Expiration Dt**: Text input fields.
- Last Name***, **First Name***, and **MI**: Text input fields.
- E-mail Address*** and **Phone***: Text input fields.
- ☐ **Send Advice of Payment to e-mail address listed above.**
- CAGE Code**, **DUNS Code**, **TIN**, and **Company Name**: A table with 5 rows for data entry.
- Buttons**: "Add Record", "Delete Record", and "Submit".



Foreign Vendor Registration

The "Foreign Vendor" Registration form should be used by vendors that are not required to be CAGE/DUNS entered here must be the same as the CAGE/DUNS in the System for Award Management (SAM).

You must click Submit to save your entries.



File Edit Field Help Window

Foreign Vendor Registration

Registration Type*
☐ New User
☐ Re-registrati...

User ID* PIN* Confirm PIN* Expiration Dt

Last Name* First Name* MI

E-mail Address* Phone*

☐ Send Advice of Payment to e-mail address listed above.

CAGE Code	DUNS Code	Company Name

Add Record
Delete Record

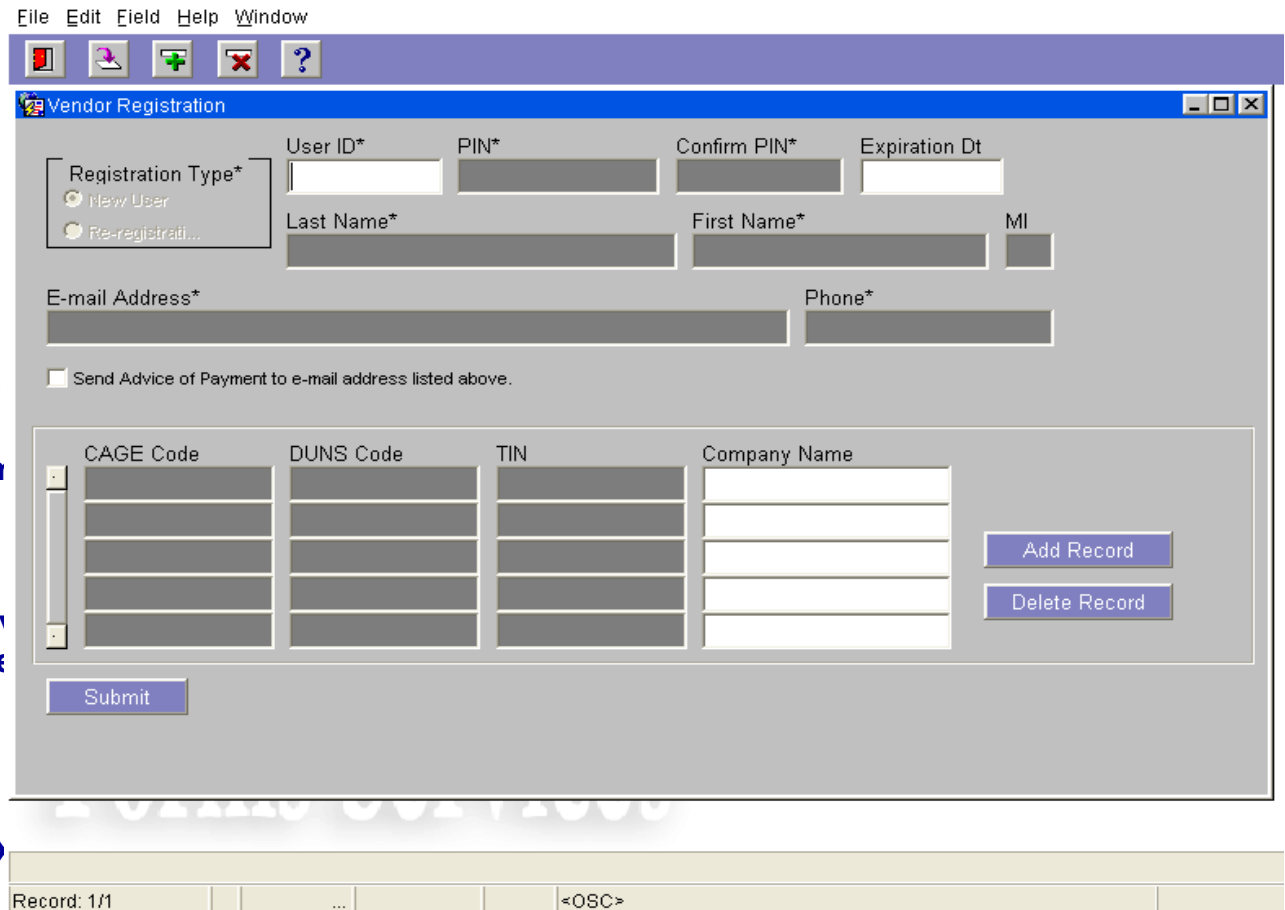
Submit

Record: 1/1 ... <OSC>



E-mail Payment Notification

Payment Notification check 



The screenshot shows a web browser window titled "Vendor Registration". The form includes the following fields and sections:

- Registration Type*:** Radio buttons for "New User" and "Re-registrati...".
- User ID*:** Text input field.
- PIN*:** Text input field.
- Confirm PIN*:** Text input field.
- Expiration Dt:** Text input field.
- Last Name*:** Text input field.
- First Name*:** Text input field.
- MI:** Text input field.
- E-mail Address*:** Text input field.
- Phone*:** Text input field.
- ☐ Send Advice of Payment to e-mail address listed above.
- Table:** A table with 4 columns: CAGE Code, DUNS Code, TIN, and Company Name. It has 5 rows for data entry.
- Buttons:** "Add Record", "Delete Record", and "Submit".
- Footer:** "Record: 1/1" and "<OSC>"

**Notification of new DFAS paym
myinvoice@dfas.mil
TO: undisclosed-recipients**

**Our records show that you hav
payment information available
the following:**

**CAGE Code XXXXX
DUNS Code XXXXXXXXXX
Contract Number XXXXXXXXX
Call Number 0522
Invoice Number BVN0005
Shipment Number BVN0005
Invoice Amount 159.95
Payment Amount 159.95
Payment Date 15-OCT-13**



Government Registration Form

File Edit Field Help Window

The screenshot shows a web-based registration form titled "Government User Registration". The form includes the following fields and sections:

- Top Row:** User ID*, PIN*, Confirm PIN*, SSN/Gov't ID*, Position Title*, and Expiration Dt.
- Second Row:** Last Name*, First Name*, MI, and Phone*.
- Employee Type*:** A dropdown menu with options: Military, DoD Employee, and Other.
- E-mail Address (must be duty E-mail Address)*:** A text input field.
- Organization Name*:** A text input field.
- Supervisor Information:** Immediate Supervisor's Name*, Supervisor's Phone*, and Supervisor's E-mail Address (must be duty E-mail address)*.
- Reason for Access (must meet "need to know" requirements)*:** A large text area for a detailed explanation.
- Submit:** A button at the bottom left of the form.
- Footer:** A status bar at the bottom showing "Record: 1/1" and "<OSC>".

The purpose of this registration is to verify that you are a current DoD employee. Therefore, the e-mail address must be an acceptable work address and the reason for access must meet "need to know" requirements. Registrations will be denied if the reason is something like "to do my job".

After completing the registration form click Submit.

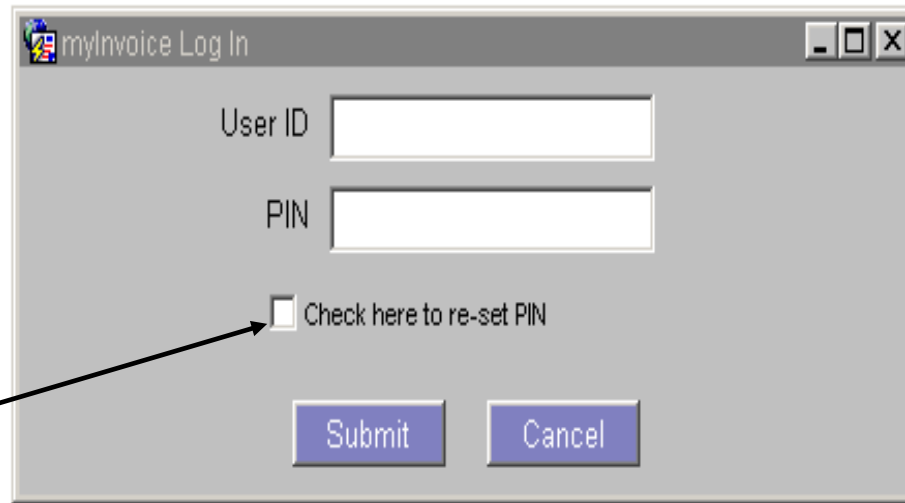
You will receive an e-mail in 1-3 days approving/denying your registration.



myInvoice Log-In

Enter the User ID and PIN you created and then click submit.

If you forget your PIN, enter your user ID, check this box and then click submit. Changes are limited to once every 24 hours.

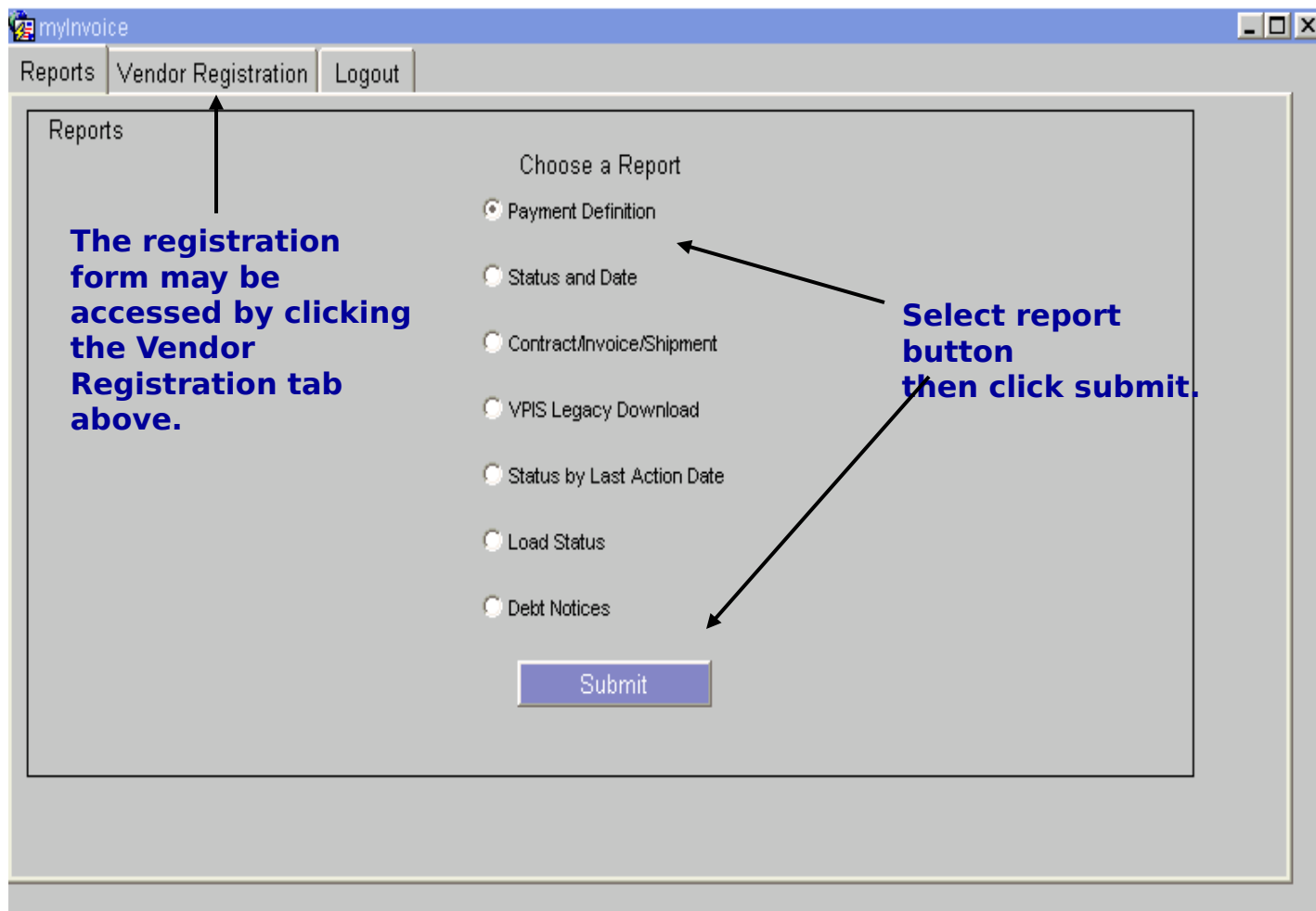
A screenshot of a web application window titled "myInvoice Log In". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Inside the window, there are two text input fields: "User ID" and "PIN". Below the "PIN" field is a checkbox labeled "Check here to re-set PIN". At the bottom of the window are two buttons: "Submit" and "Cancel". An arrow from the text block on the left points to the checkbox.

New security changes implemented effective November 8, 2013:

- Registrations are disabled if not used for 30 days.**
- Registrations are deleted/archived after 45 days of non-use.**
- PINs expire every 60 days.**



Vendor Reports/Queries



The screenshot shows a web browser window titled "myInvoice". At the top, there are three tabs: "Reports", "Vendor Registration", and "Logout". The "Vendor Registration" tab is currently selected. Below the tabs, there is a section titled "Reports". On the left side of this section, there is a blue text box with the instruction: "The registration form may be accessed by clicking the Vendor Registration tab above." An arrow points from this text box to the "Vendor Registration" tab. On the right side of the "Reports" section, there is a heading "Choose a Report" followed by a list of radio button options: "Payment Definition", "Status and Date", "Contract/Invoice/Shipment", "VPIS Legacy Download", "Status by Last Action Date", "Load Status", and "Debt Notices". A blue "Submit" button is located below the list. A blue text box on the right side of the screen contains the instruction: "Select report button then click submit." Two arrows point from this text box to the "Status and Date" and "Debt Notices" radio buttons.

myInvoice

Reports Vendor Registration Logout

Reports

The registration form may be accessed by clicking the Vendor Registration tab above.

Choose a Report

- ☒ Payment Definition
- ☐ Status and Date
- ☐ Contract/Invoice/Shipment
- ☐ VPIS Legacy Download
- ☐ Status by Last Action Date
- ☐ Load Status
- ☐ Debt Notices

Submit

Select report button then click submit.



Government Reports/Queries

Window

myInvoice

Reports Govt Registration Logout

Reports

Choose a Report

- ☒ Payment Definition
- ☐ Status and Date
- ☐ Contract/Invoice/Shipment
- ☐ Contract (no CAGE/DUNS)
- ☐ Status by Last Action Date
- ☐ Check Load Status
- ☐ Debt Notices

Submit

Record: 1/1

The registration form may be accessed by clicking the Govt Registration tab above.

Govt employees may query by contract number if the CAGE/DUNS is unknown or not on the record.



Payment Definition Report

Vendors - using the purple arrows in the middle, select CAGE(s) or DUNS to move to Report List or click on the Disable List button to key in the CAGE/DUNS. Then select payment type, enter criteria and select Summary Rpt, Detail Rpt or Download. Govt users must key the CAGE/DUNS into the Report list.

Query by Payment Definition

*Sort report by:

☒ CAGE ☐ DUNS

CAGE

11111
22222
33333
44444
55555
66666
77777

>
<
>>
<<
Disable List

*Report List

*Select the appropriate payment type.

☒ EFT ☐ CHECK NUMBER ☐ AMOUNT ☐ VOUCHER NUMBER

EFT Trace Number: E1234556789 Check Number: Amount: Voucher Number:

Date of Check: From Date: To Date:

Summary Rpt Detail Rpt Download E-mail Assistance Clear Cancel

Record: 1/1



Payment Definition Report

Query by Payment Definition

*Sort report by:

☒ CAGE ☐ DUNS

CAGE

>
<
>>
<<

Disable List

*Report List

11111
77777

*Select the appropriate payment type.

☐ EFT ☐ CHECK NUMBER ☒ AMOUNT ☐ VOUCHER NUMBER

EFT Trace Number: Check Number: Amount: Voucher Number:

Date of Check: From Date: To Date:

Summary Rpt Detail Rpt Download E-mail Assistance Clear Cancel

When the CAGE/DUNS list has been disabled, the fields under Report List are open for entry.



Report By Payment Definition - Download

Query by Payment Definition

*Sort report by:

☒ CAGE ☐ DUNS

CAGE

> < >>

*Report List

11111
77777

Forms

Use the buttons below to select the format of the download file.

☐ EFT ☐ CHECK NUMBER ☒ AMOUNT ☐ VOUCHER NUMBER

EFT Trace Number: Check Number: Amount: Voucher Number:

Date of Check: From Date: To Date:

**Select a
download
format.**



Report by Status and Date



Query by Payment Status

*Sort report by:

☐ CAGE ☒ DUNS

DUNS		*Report List
222222222	<div>></div> <div><</div> <div>>></div> <div><<</div> <div>Disable List</div>	111111111
333333333		555555555
444444444		888888888
666666666		
777777777		

☒ PAID ☐ UNPAID ☐ BOTH

*From Date:  *To Date: 

Using the purple arrows in the middle, select CAGE(s) or DUNS to move to Report List or click on the Disable List button to key in the CAGE/DUNS.

Select payment status.

Select Summary Rpt, Detail Rpt or Download.



Summary Report

https://tsodev18.dfas.mil/reports/rwervlet?cmdkey=rptkeytest&report=vp_cage_paystat_rpt&v_code - Microsoft Internet Explorer

Address: https://tsodev18.dfas.mil/reports/rwervlet?cmdkey=rptkeytest&report=vp_cage_paystat_rpt&v_code=BOTH&v_bdate=%25&v_edate=%25

PAY STATUS BY CAGE REPORT

Page 1 of 1
Record Count: 9

[Details For All Records](#)

STATUS: PAID

PAYMENT DATE	CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More	44444	DDD70099DS006	44TP	442344	0001	2,135.37	2,135.37
More	11111	AAA70099AS006	11TK	111911	0001	13.40	13.40
More	22222	BBB70099BS006	22TL	221522	0001	2.24	2.24
More	33333	CCC70099CS006	33TM	3431533	0001	15.67	15.67
More	88888	III30007I3035	777G	886388	0001	45.14	45.14
More	77777	GGG0430025		770677	ABCDEF	610.91	3,846.79
More	66666	FFFK0006F0882		660666		358.00	358.00

SUBTOTAL: 7

STATUS: RECEIVING REPORT, OBLIGATION OR COMPUTATION REQUIRED

PAYMENT DATE	CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More	77777	HHH30007H3033	777A	775077	0719	19.80	

SUBTOTAL: 1

STATUS: SCHEDULED FOR PAYMENT

PAYMENT DATE	CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More	55555	EEE30007E1554	555T	55825755	1406	11.00	

SUBTOTAL: 1

Data Availability
Vendor Pay
120 days
MOCAS & GFEBs
90 days
EBS
30 days

Local intranet 4:02 PM



Detail Report



myInvoice Detail Report

001-00-0000

Page 1 of 1

CONTRACT: [REDACTED]

STATUS: PAID

DELIVERY ORDER:

INVOICE: 305599

REASON: F

SHIPMENT: [REDACTED]

REMARKS:

CLIN:

FUEL LIFT DATE:

ACRN:

QUANTITY PAID:

INVOICE AMOUNT: 50,955.52

UNIT PRICE:

FREIGHT: 0.00

UM:

INTEREST: 0.00

ISSUE DATE: [REDACTED]

DISCOUNT: 0.00

RECEIVED DATE: [REDACTED]

TAX WITHHELD: 0.00

ACCEPTANCE DATE:

ADJUSTMENT1:

LAST ACTION DATE: [REDACTED]

ADJUSTMENT2:

PAYMENT DUE DATE: [REDACTED]

INVOICE AMOUNT PAID: 50,955.52

ACTUAL PAYMENT DATE: 05/05/08

CHECK/EFT AMOUNT: 50,955.52

VOUCHER NUMBER: [REDACTED]

INTEREST REASON:

ADJUSTMENT REASON1:

TRACE NUMBER: [REDACTED]

ADJUSTMENT REASON2:

CHECK NUMBER:

CAGE: [REDACTED]

CURRENCY: US DOLLARS

DUNS: [REDACTED]

PROCESSING SITE: COLUMBUS OHIO SOUTH

ACCOUNT NUMBER: [REDACTED]

DSSN:

PAYEE NAME:

ADDRESS:

VOUCHER REMARKS: .00 ADV PAY

.00 WITHHOLD

.00 LIQ DAMAGE

.00 PROG PAY

.00 QTY VAR



Summary Report



PAY STATUS BY CAGE REPORT

[Details For All Records](#)

Page 3 of 4
Record Count: 47

STATUS: PAID

PAYMENT DATE	CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More		N0002409FB009		418962		15,405.00	15,405.00
More		N0002408FB096		323682		6,306.65	6,306.65
More		W912CH09FA504		425379		119,235.60	119,235.60
More		W9124D07A0004	0007	264119		1,324.45	1,324.45
More		W911QX09F0016		437316		14,231.79	14,231.79

SUBTOTAL: 34

STATUS: PENDING

PAYMENT DATE	CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More		N0018907A0057	M803	516297AA		778,707.67	0.00

SUBTOTAL: 1

STATUS: RECEIVING REPORT REQUIRED

PAYMENT DATE	CAGE	CONTRACT NUMBER	ORDER NUMBER	INVOICE NUMBER	CLIN	INVOICE AMOUNT	TOTAL PAYMENT AMOUNT
More		W912PQ09F0115		637343		4,937.78	

**Data
Availability
Vendor Pay
120 days
MOCAS & GFEBs
90 days**



Detail Report



myInvoice Detail Report



Page 1 of 47

CONTRACT: W91LV208F0113

STATUS: PAID

DELIVERY ORDER:

INVOICE: 280576A

REASON:

SHIPMENT:

REMARKS:

CLIN:

FUEL LIFT DATE:

ACRN:

QUANTITY PAID:

INVOICE AMOUNT: 31,521.19

UNIT PRICE:

FREIGHT: 0.00

UM:

INTEREST: 54.18

ISSUE DATE: 12/09/09

DISCOUNT: 0.00

RECEIVED DATE: 12/09/09

TAX WITHHELD: 0.00

ACCEPTANCE DATE: 12/09/09

ADJUSTMENT1: 0.00

LAST ACTION DATE: 12/09/09

ADJUSTMENT2:

PAYMENT DUE DATE: 12/09/09

INVOICE AMOUNT PAID: 31,521.19

ACTUAL PAYMENT DATE: 12/09/09

CHECK/EFT AMOUNT: 31,575.37

VOUCHER NUMBER: 12/09/09

INTEREST REASON:B

ADJUSTMENT REASON1:

ADJUSTMENT REASON2:

TRACE NUMBER: 12/09/09

CHECK NUMBER: 12/09/09

CAGE: 01074

CURRENCY: US DOLLARS

DUNS: 12/09/09

PROCESSING SITE: ST LOUIS MISSOURI

PAYEE NAME: 12/09/09

DSSN: 5570

ADDRESS: 12/09/09



Detail Report



myInvoice Detail Report

Page 1 of 1

CONTRACT: W9124D07A0004
DELIVERY ORDER: 0010

INVOICE: 608519
SHIPMENT:

CLIN:
ACRN:

INVOICE AMOUNT: 17,126.60
FREIGHT: 0.00

INTEREST: 0.00
DISCOUNT: 0.00

TAX WITHHELD: 0.00
ADJUSTMENT1: 0.00

ADJUSTMENT2:
INVOICE AMOUNT PAID: 17,126.60

CHECK/EFT AMOUNT: 17,126.60

INTEREST REASON:

ADJUSTMENT REASON1:

ADJUSTMENT REASON2:

CAGE:
DUNS:

PAYEE NAME:
ADDRESS:

STATUS: SCHEDULED FOR PAYMENT

REASON:
REMARKS:

FUEL LIFT DATE:
QUANTITY PAID:

UNIT PRICE:
UM:

ISSUE DATE:
RECEIVED DATE:

ACCEPTANCE DATE:
LAST ACTION DATE:

PAYMENT DUE DATE:
ACTUAL PAYMENT DATE:

VOUCHER NUMBER:

TRACE NUMBER:
CHECK NUMBER:

CURRENCY: US DOLLARS
PROCESSING SITE: ROME NEW YORK
DSSN: 5570



Report by Contract/Invoice/Shipment

Window

Query by Contract, Invoice, Shipment

*Sort report by:

☒ CAGE ☐ DUNS

CAGE

22222
11111
33333
44444
55555
66666
77777

>

<

>>

<<

Disable List

*Report List

88888

Contract Number

Delivery Order Number

Invoice Number

Shipment Number

BBB70099B5006

221522

Summary Rpt

Detail Rpt

Download

E-mail Assistance

Clear

Cancel

Enter none, some, or all criteria in the Contract, Delivery Order, Invoice, and Shipment Numbers fields.



E-mail Assistance

Window

Query by Contract, Invoice, Shipment

*Sort report by:

☒ CAGE ☐ DUNS

CAGE

22222
11111
33333
44444
55555
66666
77777

>

<

>>

<<

Disable List

*Report List

88888

Contract Number

BBB70099B5006

Delivery Order Number

Invoice Number

221522

Shipment Number

Summary Rpt

Detail Rpt

Download

E-mail Assistance

Clear

Cancel

If assistance is required after requesting a report, select E-mail Assistance and mail questions to Customer Service.



E-mail Assistance

Oracle Application Server Forms Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address Go Links DFAS DFAS Lane

Window

E-Mail Assistance

Name:* FRAN BIANCO

Company:

E-Mail Address:* FRAN.BIANCO@DFAS.MIL

Phone: 614-693-0000

CAGE Cd: 11111

DUNS Cd: %

Payment Type

☐ N/A

☒ Contract Number

☐ EFT Trace Number

☐ Check Number

Identifying Number: BBB70099B5006

Payment Date: MM/DD/YYYY

Delivery Order/Call Number:

Invoice Number: 221522

Payment Office Cited on Contract:*

Enter comments or assistance required:

Columbus - Vendor Pay

Columbus EBS (BSM)

Columbus Fuels - AVEDS

Columbus MOCAS North (HQ0337)

Columbus MOCAS South (HQ0338)

Columbus MOCAS West (HQ0339)

DFAS-KC-TSO

Dayton (now Columbus)

Record: 1/1

Applet oracle.forms.engine.Main started

Local intranet

Choose the appropriate customer service office from the drop down list.

Customers should provide as much information as possible to assist Customer Service for research.



Vendor Pay Information System (VPIS) Download

Window

Query by Payment Status

*Sort report by:

☐ CAGE ☒ DUNS

DUNS

555555555
666666666
777777777
888888888



>
<
>>
<<

Disable List

*Report List

111111111
222222222
333333333
444444444

☒ PAID ☐ UNPAID ☐ BOTH

*From Date:  *To Date: 

Download E-mail Assistance Clear Cancel

Mirrors the legacy VPIS download file format. Only the download option is available.



Status by Last Action Date

Query by Payment Status and Last Action Date

*Sort report by:

☒ CAGE ☐ DUNS

CAGE



>
<
>>
<<

Disable List

*Report List

11111
77777

☒ PAID ☐ UNPAID ☐ BOTH

*From Date: 29-APR-2013  *To Date: 01-MAY-2013 

Summary Rpt Detail Rpt Download E-mail Assistance Clear Cancel

Enter Last Action Dates (DD-MON-YYYY), or use the arrows to choose from the calendar.

Note: Only MOCAS, AVEDS, FAS and Navy ERP provide data in the Last Action Date field.



Load Status Report (Vendor View)



Data Load

May 1, 2013

Page 1 of 2

Date/Time file loaded

(All times are Mountain Time)

01-MAY-13 12:41 AM
 30-APR-13 06:40 PM
 30-APR-13 06:40 PM
 30-APR-13 06:40 PM
 30-APR-13 06:40 PM
 30-APR-13 06:40 PM
 01-MAY-13 02:40 AM
 30-APR-13 10:10 PM
 30-APR-13 10:10 PM
 30-APR-13 10:10 PM
 30-APR-13 10:10 PM
 30-APR-13 10:11 PM
 30-APR-13 10:11 PM
 01-MAY-13 05:40 AM
 01-MAY-13 02:10 AM
 30-APR-13 06:00 PM
 30-APR-13 10:15 PM
 01-MAY-13 04:15 AM
 01-MAY-13 05:10 AM
 01-MAY-13 05:13 AM
 01-MAY-13 03:40 AM
 30-APR-13 03:40 PM
 01-MAY-13 05:11 AM
 01-MAY-13 03:10 AM
 01-MAY-13 05:40 AM
 29-APR-13 01:21 AM
 29-APR-13 01:12 AM
 29-APR-13 01:26 AM
 01-MAY-13 03:10 AM
 01-MAY-13 04:12 AM
 30-APR-13 05:10 PM
 30-APR-13 05:10 PM
 30-APR-13 05:10 PM
 30-APR-13 08:18 PM

System

AVEDS - Fuels
 CAPS - Contract Pay
 CAPS - Fuels
 CAPS - Miscellaneous Pay
 CAPS - Vendor Pay
 CAPS - Vendor Pay
 CAPS - Vendor Pay
 CAPS - Vendor Pay
 CAPS - Vendor Pay
 CAPS - Vendor Pay
 CAPS - Vendor Pay
 CAPS - Vendor Pay
 CAPS - Vendor Pay
 DAI
 DEAMS
 Debt Application
 EBS
 FABS
 FAS - Fuels
 GFEBs
 IAPS - Vendor Pay
 IAPS - Vendor Pay
 IAPS - Vendor Pay
 IAPS - Vendor Pay
 MOCAS - Interest
 MOCAS - North (MOC H)
 MOCAS - South (MOC G)
 MOCAS - West (MOC L)
 Navy ERP
 One Pay - Vendor Pay
 Returned Invoices - CAPS
 Returned Invoices - EBS
 Returned Invoices - Fuels
 SAVES - Commissaries

Location

Columbus, OH
 Columbus, OH
 Columbus, OH
 Columbus, OH
 Europe
 Indianapolis, IN
 Japan
 Kansas City, MO
 Lexington, KY
 Orlando, FL
 Rock Island, IL
 Rome, NY
 San Antonio, TX
 St. Louis, MO
 Indianapolis, IN
 All Locations
 Enduring Sites
 Columbus, OH
 Columbus, OH
 Columbus, OH
 All Locations
 Columbus, OH
 Japan
 Limestone, ME
 Omaha, NE
 Columbus, OH
 Columbus, OH
 Columbus, OH
 Columbus, OH
 NAVAIR
 All Locations
 Columbus, OH
 Columbus, OH
 Columbus, OH
 Columbus, OH



myInvoice - Sample Debt Notice

Debtor: Company Name
P.O. Box
Columbus, Ohio 12345-6789

Bill of Collection: 12789356
Shipment: 8707
Cage Code: 55555
Reason for debt: Duplicate Payment
Original debt amt : 18,000.00
Principle: 14,000.00
Interest: 23.00
Penalty/Admin: 25.00

Contract: XXXXXX-07-F-XXXX
Invoice: DFAS8707

Note: Interest 1/07/10

Balance due: 14,048.00

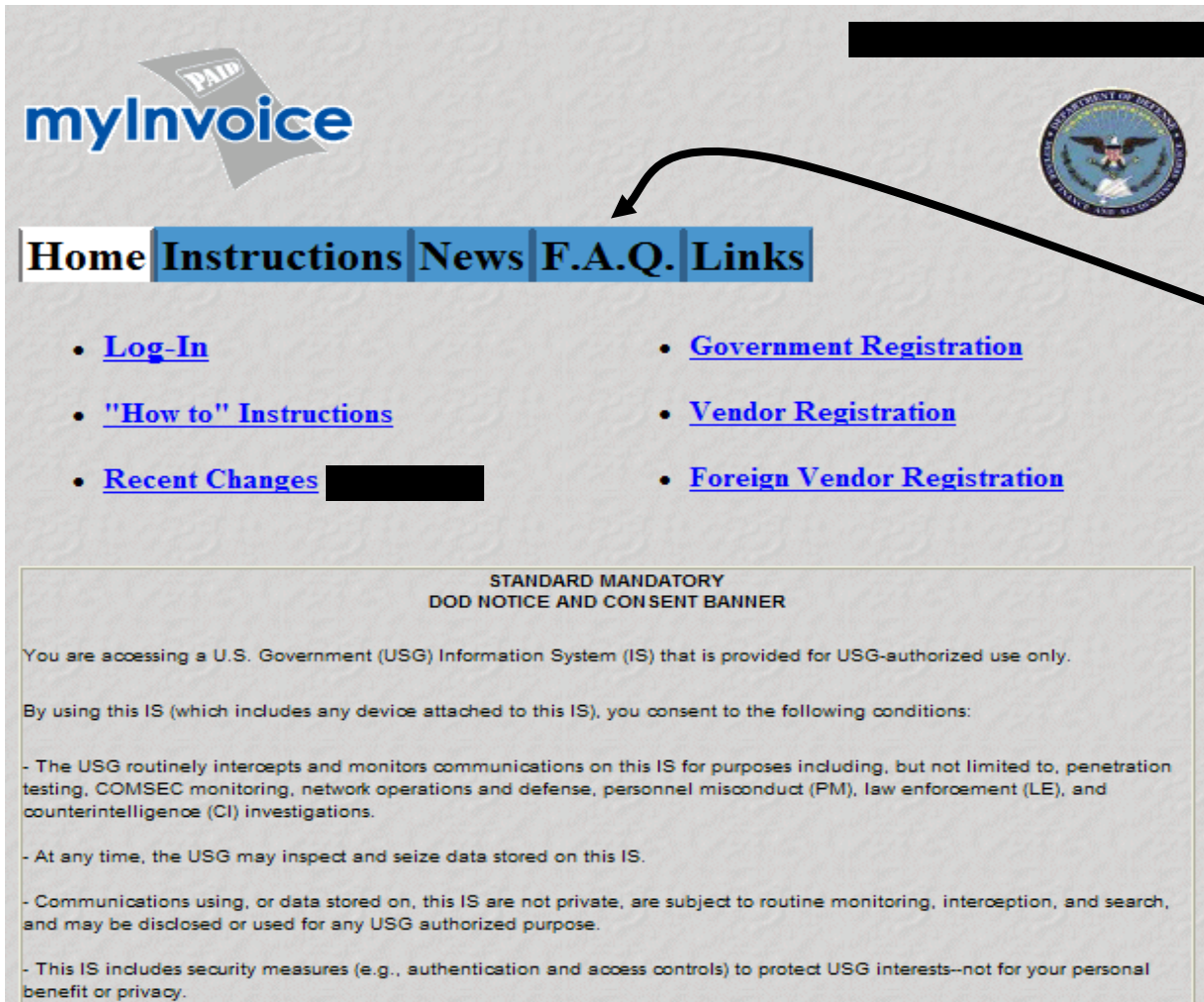
For additional information contact: Name: Smith, Smith
Phone: 111-111-1111
e-Mail: smith.smith@dfas.mil
Fax: 111-111-1101

To make a payment on-line: (link to ACCS - MOCAS only)
To make a payment via mail: (link opens remit address info)

NOTE: direct all inquiries about debts to the POC on the Debt Notice.

Customer Service and the myInvoice helpdesk are not equipped to answer debt related questions.





myInvoice

Home Instructions News **F.A.Q.** Links

- [Log-In](#)
- ["How to" Instructions](#)
- [Recent Changes](#)
- [Government Registration](#)
- [Vendor Registration](#)
- [Foreign Vendor Registration](#)

STANDARD MANDATORY
DOD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

Check the Frequently Asked Questions (F.A.Q.) tab for tips on solving common problems like disabled User IDs, pop-up blockers, and downloading on a Windows XP PC.



myInvoice - Security Changes

- ✓ Password requirements to lengthen, strengthen and conform to DoD Policy
- ✓ User accounts are disabled after 30 days of non-use
- ✓ User accounts are deleted after 45 days of non-use
- ✓ Passwords must be changed at least every 60 days
- ✓ Login sessions are limited to one per user at any time (do not share User IDs; each person should have their own registration/User ID)



myInvoice -> Wide Area Workflow (WAWF)

- ✓ myInvoice functionality is scheduled to be subsumed by Wide Area Workflow (WAWF) in August 2014
- ✓ The Office of the Secretary of Defense (OSD) has requested this joint effort with DFAS, with WAWF being designated as the single face to industry
- ✓ myInvoice will run parallel with WAWF for approximately 6 months to ensure successful operations, then decommissioned



myInvoice - Statistics

- ✓ 13,500 users
 - Vendors - 9,500
 - Government users - 4,000
- ✓ 51 data files are sent to myInvoice each day
 - Over 4 million records loaded daily
- ✓ Logins per month
 - 80,000
- ✓ More than 220,000 queries/reports requested monthly
 - Status and Date - 116,000
 - Contract, Invoice, Shipment - 37,000



Questions

